

## Young AFMW Committee Terms of Reference

Oct 23, 2020  
Version 2

### 1. Role / Purpose

AFMW members who are less than 40 yrs of age are eligible to be members of the 'Young Medical Women's International Association'.

The Young AFMW Committee will aim to:

- a) Identify issues of importance to young Australian Medical Women who are eligible for yAFMW membership
- b) Provide strategic direction and leadership to young AFMW members
- c) Provide leadership opportunities for young AFMW members
- d) To do a, b and c with a focus on creative and effective communication
- e) To do a, b and c with attention to ensuring our work is evidence-based where possible, and, where evidence is lacking, seek to address deficits in available evidence

It will support the objects of AFMW with a focus on young medical women. The objects of AFMW are stated below:

- To promote the interests of medical women in all matters relating to their professional work by continuing education and other means.
- To act for and represent medical women in all matters of mutual interest at national and international levels and, in particular, in relation to the further education of Australian Medical Women.
- To affiliate with the Medical Women's International Association and any other national or international association approved by the Federation.
- To arrange conventions, seminars, conferences and meetings on behalf of Medical women and to assist in travel and other arrangements ancillary to holding of or attendance at conventions, seminars, conferences and meetings by medical women.

### 2. Term

This Terms of Reference document is effective from (insert date of adoption) and will be ongoing until terminated by AFMW Council

### 3. Membership

The Committee will consist of the following members. Appointment will be by election at the triennial AFMW Annual General Meeting.

- Chair (Recent Graduate Representative)
- Co-Chair (Young Forum Councillor)
- Secretary
  - o +/- social media officer
  - o +/- website officer
- Treasurer
- State reps x 2 for each state and territory of Australia (regardless of whether they have a state medical women's society affiliated with AFMW)
- Aboriginal and Torres Strait Islander Rep
- Project Lead x 3 (one for each project)
- International Representative (including MWIA liaison)

#### 4. Roles and responsibilities

- Chair and Co-chair
  - o Leaders of the group
  - o Written report to be provided to each AFMW Council meeting; ideally in-person (online or physical) attendance at each Council meeting by either or both
- Secretary
  - o Communication with membership
  - o +/- social media officer: communication with membership via social media
  - o +/- website officer: responsible for website content, supports AFMW Webmaster with website admin
- Treasurer
  - o Liaison with AFMW Treasurer for access to funds / budget
- State reps x 2 for each state and territory of Australia (regardless of whether they have a state medical women's society affiliated with AFMW)
  - o Communication with state
  - o Representation of state members
- Aboriginal and Torres Strait Islander Rep
  - o Foster cultural sensitivity and inclusiveness
  - o Support Aboriginal and Torres Strait Islander medical students and young doctors
- Project Lead x 3 (one for each project)
  - o Lead each project
- International Representative
  - o Liaison with National Coordinator for MWIA
  - o Responsible for facilitating international opportunities, specifically CSW and WHA

#### 5. Meetings

The Committee will meet by teleconference every month.

#### 6. Amendment

These Terms of Reference may be amended by This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by majority vote at a meeting of the yAFMW Committee and of the AFMW Council.